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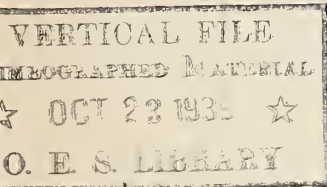
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Cooperative Extension Work in Agriculture and Home Economics  
U. S. Department of Agriculture, Washington, D. C.

3 SUGGESTIONS AND OUTLINE FOR PREPARING SPECIALIST PLANS OF WORK IN  
AGRICULTURE AND HOME ECONOMICS,



Central States.

January 1 - December 31, 1937  
(With brief extension through June 30, 1937)

Annual State plans of work for extension projects serve as agreements required by the Smith-Lever Act between the State extension director, representing the State college of agriculture, and the Federal Extension Service representing the U. S. Department of Agriculture. They serve as a definite understanding between the State director of extension and the specialists involved. Plans of work help to clarify the thinking of the persons who prepare them, serve as reminders during the year, and aid in the supervision of project work.

The purpose of this outline is to suggest certain essentials applicable to all extension project plans of work. It is believed that it is sufficiently flexible to permit variations to meet new or unusual situations or activities. It should be used as a guide and varied from as each individual plan of work may justify.

On the cover page include name of project, State, period covered, and names of specialists employed. Indicate whether each specialist is employed on full or part time. If part time, indicate fractional amount of time on extension work.

- I. Situation.--Include statistical facts that show important changes in status of industry or activity in the State. Where applicable, use new sociological or economic information such as that made available through the county agricultural planning project, social surveys, 1935 census data, farm and home record analyses, etc. It may be desirable to use the "problem-solution" method of analysis by stating the problems, such as preventable losses, followed by statements relating to suitability of remedies proposed and cost of proposed remedies in relation to benefits which their adoption will give to farm people of the State. Indicate relation of work planned to any existing situation such as need for rural rehabilitation, soil and water conservation, higher living standards, land-use problems, etc. This may be the best place to list a few of the most important farm or home practices to be emphasized. Ordinarily the situation can be well analyzed in one or two pages.
- II. Phases of project.--This refers to subdivisions of the project or work to be undertaken during the year. List these without discussion.





III. Objectives.

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(a) Long-time objectives.---Review former statements of long-time objectives, and revise, if necessary, to keep project objectives in line with State and national agricultural policies and programs. Insofar as possible these statements should be concise, definite, and in outline form.

(b) Definite goals for year.---It is usually agreed that those who have definite goals or objectives accomplish more than those who do not. List in one column attainable goals so far as practicable in terms of: Approximate number of counties to carry project; estimated number of people expected to adopt important practices; number of project or local leaders to be trained during the year, number of demonstrations to be given, etc. As a basis for comparison, show in second parallel column results obtained in 1936 to indicate the possibility of reaching goals set. Volume of results contemplated, as expressed in goals, will suggest procedure and intensity of work necessary to reach them.

IV. Procedure and teaching methods.---Indicate procedure and extension methods to be used by specialist and county extension agents in carrying on the project, such as: committee meetings or local-leader training schools; result and method demonstrations; intensive campaigns, discussion groups, other meetings, tours, achievement days; circular letters, news articles, exhibits, and posters; film strips to be prepared; radio talks, etc. Use subhead for each important method or means to be used, somewhat similar to terms used in the preceding sentence. Indicate procedure to be followed with 4-H Clubs and groups of farm young men and women. Emphasize unusual or new procedures or methods including how project or local leaders will assist. In some instances it may be desirable to indicate what proof is to be established or how evidence is to be developed in result demonstrations.

V. Cooperation with other agencies.---Show plan for cooperating with interested agencies that can help to advance the project, setting out the responsibilities of each agency as they relate to this project. Show coordination with other extension projects and assistance to be received from or given to other extension specialists. Also show relationship to Soils Conservation, Rehabilitation, and other agricultural services or agencies.

VI. Extension literature and illustrative material.---List only material to be prepared during the period of the plan indicating the approximate number of copies to be printed or mimeographed. Indicate "visual aids" that will be prepared for use of county workers.





- VII. Methods of measuring results.--Provision should be made to measure results obtained. Methods of measurement contemplated, such as sample surveys, should be easy to use, free from bias, and should have a low percentage of error. Units of measurement should be comparable to goals established as stated under "objectives."
- VIII. Calendar of work.--Show in calendar of work major extension activities of specialist or supervisor by months. These might include meetings for training local leaders, time allotted for establishing result demonstrations, preparing literature and illustrative material, participating in district extension conferences, work with 4-H Clubs, vacation, etc. In one column show approximate number of days to be spent during year on each activity listed. A separate calendar of work should be included for each specialist unless the monthly or seasonal distribution of the work of two or more specialists in the same project is about the same.
- IX. An outline map may be used effectively to show phases of the situation and contemplated distribution of major project activities by counties or districts of State.
- X. Extension through June 30.--Federal appropriations are made and State budgets are prepared on a fiscal-year basis. It is desirable that project plans of work correspond with periods covered by appropriations and budgets. In some States home-economics projects can best be set up on a September to September plan or on a fiscal-year basis. Most agricultural projects, however, can be planned, carried out, and reported upon to best advantage on a calendar-year basis. The problem can be solved by preparing such project plans on a calendar-year basis, then preparing a brief statement using the headings suggested above showing how this project will be carried forward during the first 6 months of the calendar year of 1938.
- XI. Signatures.--The State director of extension and the respective project leaders should date and sign each plan of work. Space should be provided for approval by Director of Extension Service, United States Department of Agriculture, and also for the person in Charge, Central Section. Forward two signed copies to Washington. If approved in the form submitted one signed copy will be returned to the State.

